

TRANSMITTAL SLIP		DATE 12/30/86
TO: DDA		
ROOM NO. 7D24	BUILDING HQS	
REMARKS:		
MS/DA <u>on</u>		
EXA/DDA <u>[Signature]</u>		20 JAN 1987
ADDA <u>[Signature]</u>		21 JAN 1987
DDA <u>[Signature]</u>		21 JAN 1987
DDA/Registry		
FROM: D/CO		
ROOM NO.	BUILDING	EXTENSION

~~CONFIDENTIAL~~OC-1193-86  
30 December 1986

MEMORANDUM FOR: Director of Information Technology

FROM:   
Director of Communications

SUBJECT: Joint OIT/OC Activities

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Ed,

1. In a recent discussion you suggested that it might be appropriate to document some of our recent agreements and directions on the joint activities of the two Offices. I agree, and the following provides a summary of all that come to mind.

a. Prepare a joint strategic plan by 1 January 1987. We will then want to go over the key elements of that plan with the Deputy Director for Administration.

b. Form a jointly staffed "field applications group" within the Office of Information Technology (OIT) by 15 December 1986 to develop new applications for use in the foreign field. Our presumption was and continues to be that most such field applications will grow out of systems that were originally developed for Headquarters use. DESIST and SAFE are typical examples. As a subset of this effort, we further agreed that for such systems OIT would do the software development; the Office of Communications (OC) would do the installation, operation and maintenance; OC would maintain the software in the field using OIT and OC programmers assigned to the appropriate OC field element (Telecommunications Officer [TCO], Senior Communications Officer or Area Headquarters); and that this effort would, for the time being, exclude OC efforts directed specifically at the telecommunications network (i.e., OC switches and terminals). The use of OIT and OC programmers in the field further presumed the necessary rotation of programmers between OIT and OC to make such field assignments possible.

ALL PORTIONS CONFIDENTIAL

DDA REGISTER

FILE: 50-1

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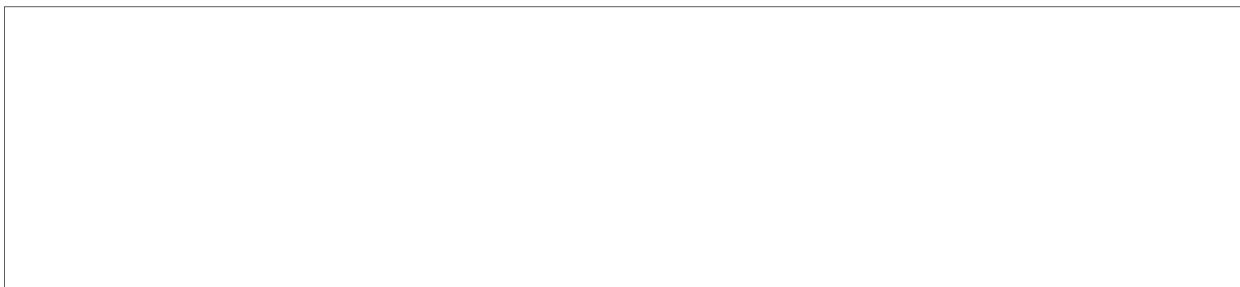
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SUBJECT: Joint OIT/OC Activities

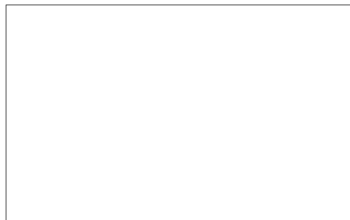
c. Develop a field orientation program for mid-level OIT personnel (initially emphasizing programmers) by 1 January 1987 and concurrently review the data processing training being provided to TCO's by the OC Communications School.

d. Cooperatively create a resource model of Agency worldwide networks and systems by 1 February 1987 to be used to support planning and budget preparation. While the previous sentence reflects the Information Systems Board's version of our agreement, in fact, we agreed only to determine the feasibility of such a model by 1 February 1987 and then, depending on the total estimated cost of such a model, decide whether or not to proceed. OC will fund this initial feasibility effort.



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2. Let me know if I have missed anything. We really are, I believe, making progress!



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cc: DDA

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